

CHAPTER RECOGNITION

Outstanding Chapter Award

This portion of the Business Achievement Awards recognizes a chapter's participation in a variety of projects and activities with the Outstanding Chapter Award. The program encourages local chapters to plan projects and activities to enrich the experiences of members at the local, district/regional, state, and national levels, which in turn help to increase local chapter membership. Activities are designed around membership and chapter management projects with special emphasis on the three areas represented on the FBLA Crest: Service, Education, and Progress. Chapters going above and beyond in their FBLA participation are rewarded with national recognition. This program has an April 1 deadline. Chapters receive recognition on the national Web site, certificate mailed to the local chapter, and NLC participants receive an Outstanding Chapter ribbon.

No paperwork needs to be submitted to the National Center. This program is completely interactive and online. **Only online submissions will be accepted.**

Deadline for this program: April 1

Advisers may log in by clicking on the "Adviser Area" on the FBLA-PBL home page or by clicking on the "BAA Online Forms" tab. Students may log in by clicking on the "BAA Online Forms" tab of the national web site (www.fbbl-pbl.org). Before a student may log in, his/her chapter adviser must create the Outstanding Chapter Application and then give to the student who is working on the project the credentials needed to successfully log in. For questions concerning this program, please e-mail Lisa Smothers (membershipdir@fbbl.org).

Creating an Outstanding Chapter Registration

Advisers must create the Outstanding Chapter registration before they can log on to the online forms.

Here is the procedure for creating the online registration:

1. Go to www.fbbl-pbl.org/baa/login.asp
2. Login using your adviser credentials.

a. Chapter Number:

b. Username:

c. Password:

3. On the left side of the page that opens and click on Outstanding Chapter Program").
4. Click on "Show" next to "Step 1: Register for Outstanding Chapter.
5. Click "Begin New Registration" beneath "To Do"
6. Complete the form on the following page. All fields are required.
7. You will receive an e-mail confirming the registration. In that e-mail you will find the registration Key/Password. Give that Key/Password to the student that will be working on the project. They may now login at the same URL as above using their chapter number and the key/password. The student will select activities for the award and then may begin completing the activities.

Once the student has completed ALL activities for the award level, the adviser will have to submit the completed award material.

Preview of Outstanding Chapter Award Activities:

Membership/Chapter Management (Complete 8 of the activities from this section. All chapters must complete the first 5 activities.)

☐ Activity 1.

Required. Recruit five new paid members. (Complete the interactive membership madness form.)

☐ Activity 2.

Required. Prepare a Program of Work for your chapter. (Complete the interactive Program of Work form.)

☐ Activity 3.

Required. Conduct at least four chapter meetings. (Upload a copy of the agenda and minutes from each of the four meetings.)

☐ Activity 4.

Required. Maintain or increase national membership. (Complete interactive form.)

OR

Required. Sign up all students in any business class—100% class participation. (Complete interactive form)

☐ Activity 5.

Required. Document at least 25 community service hours of activities. (Complete the interactive community service tally form.)

☐ Activity 6.

Submit at least one member's nomination for the Leader, or higher, level of the FBLA Business Achievement Awards Program. (Attach a list of nominees.)

☐ Activity 7.

Recruit a school official/administrator to participate in a chapter activity. (Upload a copy of an invitation letter prior to event and a thank you letter following event.)

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☐ Activity 8.

Submit a press release and at least one scanned or digital photo to an FBLA national/state publication. Press release does not have to be published to receive credit. (Attach a copy of the press release and scanned or digital photo.)

☐ Activity 9.

Submit a contribution to the National Scholarship Fund by April 1. (Complete the interactive scholarship form.)

☐ Activity 10.

Conduct a "Reach Out and Read" Campaign by collecting used and new children's books for an area hospital and have at least five members volunteer to read to elementary students. (Complete the interactive project report form and include at least one scanned or digital photo.)

☐ Activity 11.

Sponsor a "Color the Earth Green Day" where FBLA members wear green and prepare posters with "green tips" to display in the school and/or the community. (Upload a copy of a poster and a scanned or digital group photo of FBLA members wearing green.)

Community/School Service (Complete 4 of the activities listed below. The first one is required.)

☐ Activity 1.

Required. Have officers present the FBLA-FBLA Emblem Ceremony at a local chapter meeting or event. (Upload an agenda from the meeting or a program from the event, copy of a press release, and at least one scanned or digital photo.)

☐ Activity 2.

Charter/reactivate at least one new FBLA, FBLA-Middle Level, or PBL chapter by March 1. (Upload a copy of the program from the induction ceremony and a copy of at least one scanned or digital photo.)

☐ Activity 3.

Conduct a chapter community service project. (Complete the interactive Chapter Activity Report form and upload a copy of a press release, and at least one scanned or digital photo.)

☐ Activity 4.

Conduct a project to either education, promote, or raise money for the March of Dimes. (Complete the interactive March of Dimes form and at least one scanned or digital photo.)

☐ Activity 5.

Plan a ceremony to install your new officers and/or induct your new members into FBLA. (Upload a copy of the program from the ceremony.)

☐ Activity 6.

Have your local chapter officers prepare a presentation highlighting the benefits of FBLA to present to students in business classes. (Upload a brief outline of the presentation.)

☐ Activity 7.

Plan a project to benefit your school. (Complete the Project Activity Report form, a copy of a press release, and at least one scanned or digital photo.)

☐ Activity 8.

Sponsor a school-wide toy and game recycle project. Donate old toys and games to a homeless shelter or to younger children who can use them. (Complete the interactive project activity report form and upload a press release and at least one scanned or digital photo.)

Education/Progress (FBLA chapters must complete 8 activities from this section. The first 3 are required.)

☐ Activity 1.

Required. Conduct a planning session for newly-elected local chapter officers. (Upload a copy of the schedule and at least two scanned photos of officers involved in the training.)

☐ Activity 2.

Required. Prepare a chapter budget. (Complete the interactive FBLA-PBL Chapter Budget form.)

☐ Activity 3.

Required. Sponsor a Job Shadow Day for FBLA members when members shadow a person in a career that they are interested in or a "Work World Success Day" where professionals in various fields are invited to present workshops to chapter members or to the student body. (Upload a copy of a press release and at least one scanned or digital photo.)

☐ Activity 4.

Prepare a point system for your chapter members. (Upload a copy of this point system.)

☐ Activity 5.

Plan and conduct a free enterprise project for American Enterprise Day—November 15. (Complete the interactive Project Planning and Project Evaluation Form and upload a press release and at least one scanned or digital photo from the project.)

☐ Activity 6.

Organize a tour of a business for chapter members who have paid dues by October 20. (Upload a one-page summary of the tour, a list of participating members, a press release, and at least one scanned or digital photo.)

☐ Activity 7.

Have chapter representation at one of the National Fall Leadership Conferences (NFLC.) (Upload a copy of a press release and at least one scanned or digital photo.)

☐ Activity 8.

Participate in at least one fund-raiser for your local chapter. (Upload a brief paragraph about the fund-raising activity and the amount raised.)

☐ Activity 9. With some of your chapter officers, contact local, county, state, or federal legislators and share the benefits of FBLA membership. (Upload a copy of the letter.)

☐ Activity 10.

Plan and conduct activities for FBLA-PBL Week/National Career and Technical Education Week. (Upload 100-word summary of the activities that your chapter conducted and at least one scanned or digital photo.)

☐ Activity 11.

Submit a list of chapter competitors (include names of students, events entered, and events won) at the regional/district conference or from the last year's state or national conference.

☐ Activity 12.

Prepare a local chapter Web site. (Enter the link to the Web site in the interactive form.)

FBLA Eco Chapter Project

With the gas prices rising, concerns of global warming intensifying, and politicians debating possible forms of alternative energy, our chapters need to get involved with this national concern. Three years ago the FBLA National Officer team unveiled a brand new Go Green national project which sparked the interest from the halls of Capitol Hill to the classrooms of students in our more than 5,300 schools across the country. It is a great way for our members to help preserve the environment while simultaneously discovering the tremendous influence energy and conservation can have on the business world. This project has now been added to our national recognition programs.

Chapters participating in this project choose from a variety of "earth friendly" activities such as donating energy efficient light bulbs to senior citizens, celebrating Earth Day, getting involved in recycling activities, bringing in environmental speakers to chapter meetings, and encouraging individuals to "go green" i.e. reducing electricity, walking to school, etc. In addition, chapters develop an innovative green project to expand upon. One chapter in each Region will receive national recognition. **Interactive forms for this project are located in the Adviser Area of the Web site.**

The deadline for this project is: **May 15.**

FBLA's Big 10

Beginning October 1 and ending April 1, FBLA will post the "Big 10" local chapter weekly ranking (based on paid members) on the national Web site. Check the postings each week. Will your local chapter be one of the ten largest local chapters in the nation?

Membership Recognition Awards

The national association determines winners in the Membership Recognition events after an audit of the membership records. The figures used in determining the winners will be the number of paid members on record in the national center at the close of business on October 20 (Fall Membership Awards) and April 1. A chapter must recruit a minimum of two (2) new or reactivated chapters to qualify for this award. The Local Recruitment of Chapters Award is only awarded for the end-of-the-year membership awards.

REFERENCE: FBLA Local Chapter Market Share Award Form located in Adviser Area of Web site.

REFERENCE: Local Recruitment of Chapters Award Form located in Adviser Area of Web site.

Professional Division Membership Recognition Awards

A local chapter must recruit a minimum of five (5) nationally affiliated professional members in order to be eligible for this recognition. Professional applications must include a local chapter affiliation to be counted. The dues receipt deadline for recruitment of professional members to qualify for these awards is October 20 for the fall and April 15 for the end-of-the-year.